

# SCHOOL POLICIES

## ENROLLMENT PROCEDURES

All registration forms are to be completed prior to the child's first day.

## ILLNESS

A child must be well to come to school. Should he/she become ill during the day, the parent will be notified immediately.

## ARRIVAL & PICK UP

Parents are required to sign their children in and out every day with a full, legible signature. Parents need to accompany their children to the class upon arrival.

Overtime charges will be assessed for each 15 minutes, or portion thereof, after 12:00 p.m. for preschool session and 6:00 p.m. for full day.

## CLOTHING

All children who are likely to have an accident should have extra clothing available at school.

## PICTURE TAKING

Please let us know if you object to us photographing your child as part of our many special activities. We will be happy to observe your request.

## NAP LINENS (Preschool Children)

In compliance to state law, parents are required to provide a sheet and blanket for use on cots during nap hours. Please clearly label linens with your child's name. Linens should be taken home every Friday for laundering.

## ADDITIONAL SERVICES

We proudly offer our West Valley Dance Company classes onsite for students, beginning at 18 months. Check with your school office for details regarding classes and costs.

Some of our schools offer a "Hot Lunch" program. Check with the office for details regarding the hot lunch program.

## TERMINATION OF SERVICES

**SCHOOL:** If it is determined that a child, or the parents of a child, is unable to successfully adjust to the school program, a two week notification of termination of services will be rendered.

**PARENT:** 30 Days written notice is required upon termination of services. A refund of advance paid tuition will be given if a 30 days written notice of termination is provided.

The **ACTION DAY PRIMARY PLUS SCHOOLS** are operated on a non-discriminatory basis. Each child is respected as an individual without regard to race, color, religion, national origin or ancestry. Special needs children will be admitted on an individual basis.

According to state licensing regulations, the Department of Social Services has the authority to conduct private interviews with children and staff, to inspect and audit child or facility records without prior consent, to observe the physical condition of the children, and to have a medical professional examine the children if needed.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_